

# **OPEN MEETING LAW IN A NUTSHELL**

**SCOPE:** All meetings of a quorum of any governmental body, board, committee, or subcommittee, however constituted, held to discuss any public policy matter within body's jurisdiction.

**NOTICE:** Posted in clerk's office for at least 48 hours, including Saturdays but not Sundays or legal holidays.

**EMERGENCY:** Meeting on less than 48 hours notice due to an unexpected set of circumstances demanding immediate governmental action to preserve public interest.

**EXECUTIVE SESSION:** Announcement of purpose and role call vote in open session properly convened. Minutes of executive session must be kept and released as soon as need for secrecy ends.

**LAWFUL PURPOSES:** (1) reputation, character, physical condition or mental health, not professional competence, of an individual, upon notice to individual concerned; (2) to consider discipline, dismissal, or to hear complaints against an individual, upon notice to individual concerned; (3) to discuss strategy in collective bargaining or litigation and to conduct negotiations, if open meeting may have detrimental effect; (4) deployment of security personnel; (5) to investigate criminal misconduct; (6) to consider or negotiate real estate transactions if open sessions may have detrimental effect; (7) to comply with another law (general privacy); (8) to consider and interview applicants at preliminary level, if open session may have detrimental effect.